

**DOCTOR OF NURSING PRACTICE
PROGRAM**

Post-BSN and Post-MS Entry

STUDENT MANUAL

THE UNIVERSITY OF KANSAS

SCHOOL OF NURSING

**(Developed 8/08)
(Revised 9/09)
(Revised 4/10)
(Revised 8/10)
(Revised 2/11)**

TABLE OF CONTENTS

GENERAL PROGRAM INFORMATION	
Program Objectives	3
DNP Majors	3
POST-BSN DOCTOR OF NURSING PRACTICE	
Program Milestones	4
Do-All Form Procedures	4
Advisement	4
Grades for Courses Taken at Other Universities	4
Course Requirements for Specialty Areas (Advanced Practice).....	5
Course Requirements for Specialty Areas (Leadership).....	6
Master’s Research Project (for those completing the MS degree).....	8
Final Oral Examination (for those completing the MS degree).....	9
POST-MS DOCTOR OF NURSING PRACTICE	
Program Milestones	12
Do-All Form Procedures	12
Advisement	12
Grades for Courses Taken at Other Universities	12
Specialty Area Courses and Practice Experiences for Post-MS Option	12
CAPSTONE PROJECT	
Enrollment in Capstone	14
Capstone Committee	14
Capstone Process	15
Capstone Proposal	15
Policy for Grading Capstone	15
Final Product of doctoral study.....	16
Public Presentation of the Capstone Project	16
FINAL ORAL EXAMINATION	
Criteria for Final Oral Examination	17
Checklist for Final Oral Examination	17
Scheduling of Final Oral Examination	17
Selection of Final Oral Examination Committee	17
General Procedures for Final Oral Examination	18
PROGRAM POLICIES AND SERVICES	
Graduate Catalog, Timetable and Handbook for Graduate Students.....	20
Schedule of Courses	20
Financial Assistance	20
Professional Integrity System	21
Program Time Limit	21
Change of Advisor and/or Committee Member	21
Doctoral Student Study Space	21
Online Educational Expectations	22
Use of Student E-Mail Accounts	22
Test of Spoken English	22
Use of Degree Credential	22
APPENDIX	
A. MS Oral Exam Committee Approval Form.....	23
B. Final DNP Oral Examination Committee Approval Form	25
C. Capstone Committee Approval Form	27
D. MS Graduation Check List	29
E. Post-MS Entry DNP Graduation Check List	31
F. Change of Academic Advisor Form	33

DOCTOR OF NURSING PRACTICE STUDENT MANUAL

GENERAL PROGRAM INFORMATION

The Doctor of Nursing Practice (DNP) program at the University of Kansas School of Nursing began in the Fall of 2008. This program has two possible entry points, post baccalaureate and post master's. The post baccalaureate to DNP entry option (post-BSN DNP) consists of 71-79 total credit hours and the post master's to DNP entry option (post-MS DNP) requires 32 credits. The post-BSN DNP entry option is designed to prepare nurses for the highest level of practice in the clinical or leadership areas. The post-MS DNP entry option is designed to assist the master's prepared nurse in gaining more depth and breadth in the specialty area in which the individual completed the master's degree, with a focus on either advanced practice or leadership. The post-MS DNP entry option is not designed to educate the individual in a new specialty area.

Program Objectives

- Integrate science-based theories with clinical expertise and organizational management to provide leadership in health care systems and in development of health care policy.
- Apply research utilization skills in various health care delivery systems.
- Synthesize, interpret, and apply knowledge from nursing practice, research, and theory to promote and sustain evidence-based advanced nursing practice.
- Demonstrate professional values in advanced practice nursing roles.
- Communicate and collaborate with colleagues in nursing and other disciplines to meet the health needs of client systems in varied health care delivery systems.
- Use information and technology in the development and implementation of programs to evaluate outcomes of care, care systems, and quality improvement.

DNP Majors and Specialty Areas

The School of Nursing DNP program offers admission into the **Advanced Practice Major** or the **Leadership Major**. Students admitted to the post-BSN DNP entry option are prepared in one of several specialty areas offered within each major. Specialty areas offered in the **Advanced Practice Major** include Adult Gerontological Clinical Nurse Specialist, Adult Gerontological Nurse Practitioner, Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Nurse Midwife. Specialty areas offered in the **Leadership Major** include Clinical Research Management, Healthcare Informatics, Public Health, and Organizational Leadership.

Students admitted to the post-MS DNP entry option are already prepared in an area of specialization on admission to the program. Appropriate master's preparation for post-MS DNP students admitted to the Advanced Practice Major include Nurse Practitioner, Clinical Nurse Specialist, Nurse Midwife, and Nurse Anesthetist. For post-MS DNP students admitted to the Leadership Major, appropriate master's preparation includes Organizational Leadership (Administration), Healthcare Informatics, Public Health, and Clinical Research Management.

POST-BSN ENTRY OPTION

POST-BSN DOCTOR OF NURSING PRACTICE

The post-BSN DNP entry option is divided into two distinct components. The first component includes the initial preparation for the advanced practice clinical role or the leadership role. Currently, the Master of Science in Nursing may be awarded at the completion of this first section if the student chooses and then the student moves directly into the advanced component of the program without any additional application process.

Milestones for Initial Preparation Component (if the MS degree is desired)

There are two events occurring during the first component (other than completion of coursework) that mark movement toward completion of this component and the awarding of the MS degree (if desired). Expanded descriptions of these events can be found later in this document. These events are:

1. **Research Project**: This requires enrollment in NRS 898, development, implementation of the project and submission of a completed document describing this project.
2. **Final MS Oral Examination**: A Graduate Studies requirement which demonstrates the student's command of the content of the program being completed. A committee (described later) is established and Graduate Studies approval to test is sought by submission of a Do-All form. Upon successful completion of this oral exam, successful completion of the required course work and the submission of the completed research project paper, the student has completed all academic requirements for the MS degree.

If the MS degree is not desired, completion of the research project (NSG 898) and the Final MS Oral Examination are not required.

Do-All Form Procedures:

The Final MS Oral Exam, requires Graduate Studies approval in order to take the exam. In order to acquire Graduate Studies permission, a Do-All Form must be submitted to Graduate Studies from the Office of Student Affairs, School of Nursing. For the Final Oral Exam, the student must provide the Office of Student Affairs certain information including the time, day and place of the exam. This information must come to the Office of Student Affairs a minimum of **THREE WEEKS prior to the exam. Failure to meet this deadline may require a rescheduling of the examination.** The Do-All information form may be found at <http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf>

PROGRAM PLANNING

Advisement

Upon admission to the DNP program a student will be assigned an academic advisor. That advisor will assist the student in planning a program of study.

Grades for Courses Not Completed at the University of Kansas

In rare circumstances some requirements for the program can be taken at colleges and universities other than the University of Kansas. Normally these courses are electives. In order for a course taken at another college or university to count toward the degree, a grade of “B” or better must be earned. Approval for these courses should be obtained in advance from the Academic Advisor or appropriate Associate Dean.

Course Requirements for Specialty Areas in the Advanced Practice Major (the first component)

There are five specialty areas in the post-BSN DNP Advance Practice Major. These are:

1. Adult Gerontological Clinical Nurse Specialist (CNS/AG)
2. Adult Gerontological Nurse Practitioner (NP/AG)
3. Family Nurse Practitioner (FNP)
4. Nurse Midwifery (NM)
5. Psychiatric Mental Health Nurse Practitioner (Psych NP)

Course descriptions can be found at:

<http://www2.kumc.edu/son/academicinformation/mscourse.htm>

All specialty areas require the following courses:

Common Core Courses

NRSG 748 Theories for Practice & Research (3)

NRSG 754 Health Care Research (3)

NRSG 755 Health Care Professionalism: Issues and Roles (3)

Research Project Course (optional – completed only when pursuing the MS degree)

NRSG 898 Research Project

Advanced Practice Major

Advanced Practice Core Courses – All specialty areas

NRSG 806 Advanced Physiology (4)

NRSG 809 Health Promotion and Complementary Therapeutics (3) –not required for midwifery

NRSG 810 Advanced Health Assessment & Physical Diagnosis (5)

NRSG 812 Advanced Pathophysiology (3)

NRSG 731 Pharmacokinetics & Pharmacodynamics for Advanced Practice Nursing (1)

NRSG 813 Applied Drug Therapy (3)

The course selection is determined by the specific specialty area of the Advanced Practice Major:

Specialty Area Core Courses (The specialty area courses are specific for each area.)

CNS/AG

NRSG 862/863 Adult Gerontological Health Care I & Practicum (3/2)

NRSG 865/866 Adult Gerontological Health Care II & Practicum (3/4)

NRSG 868 Adult Gerontological Health Care III Preceptorship (3)

NP/AG

NRSG 862/864 Adult Gerontological Health Care I & Practicum (3/2)

NRSG 865/867 Adult Gerontological Health Care II & Practicum (3/4)

NRSG 868 Adult Gerontological Health Care III Preceptorship (3)

FNP

NRSG 814/815 Primary Care I & Practicum (3/2)

NRSG 816/817 Primary Care II & Practicum (3/4)

NRSG 818 Primary Care III Preceptorship (3)

NM

NRSG830/831 Care of Women in the Antepartal Period & Practicum (2/2)

NSRG 832 Nurse Midwifery/Neonatal Period & Practicum(1)

NRSG 835/838 Primary Women's Health Care Across the Lifespan & Practicum (3/2)

NRSG 836/837 Nurse Midwifery Integration Practicum (4)

PSYCH NP

NRSG 844 Psychiatric Assessment for Advanced Practice Nursing Practice (2)

NRSG 851 Psychopharmacology for Advanced Practice Nursing Practice (3)

NRSG 845/846 Psychiatric/Mental Health: Short Term Illness & Practicum (3/2)

NRSG 847/848 Psychiatric/Mental Health: Chronic Illness & Practicum (3/4)

NRSG 849 Psychiatric/Mental Health Final Practicum (3)

Course Requirements for the Leadership Major (Initial preparation for functional practice)

There are four specialty areas in the Leadership Major. These are:

1. Clinical Research Management (CRM)
2. Health Care Informatics (HC Info)
3. Organizational Leadership (OL)
4. Public Health (PH)

All specialty areas require the following courses:

Common Core Courses

NRSG 748 Theories for Practice & Research (3)

NRSG 754 Health Care Research (3)

NRSG 755 Health Care Professionalism: Issues and Roles (3)

Research Project Course (optional – completed only when pursuing the MS degree)

NRSG 898 Research Project

Leadership Core Courses – All specialty areas except CRM

NRSG 880 Organizational Foundations for Leading Change (3)

NRSG 820 Organizational Communication and Program Planning (2)
NRSG 808 Social Context for Health Care Policy (2)
NRSG 826 Global Perspectives and Diversity in Health Care (2)
NRSG 885 Evaluation and Analysis of Healthcare Effectiveness (2)

CRM requires a combination of Leadership Core courses and Advanced Practice Core courses.
These are:

NRSG 806 Advanced Physiology (4)
NRSG 812 Advanced Pathophysiology (3)
NRSG 731 Pharmacokinetics & Pharmacodynamics for Advanced Practice Nursing (1)
NRSG 813 Applied Drug Therapy (3)
NRSG 880 Organizational Foundations for Leading Change (3)
NRSG 820 Organizational Communication and Program Planning (2)
NRSG 826 Global Perspectives and Diversity in Health Care (2)

Specialty Area Core Courses (The specialty area courses are specific for each area.)

CRM

NRSG 823 Research Clinical Trial Management: Pre-study activities (3)
NRSG 824 Research Clinical Trial Management: During-study activities (3)
NRSG 825 Research Clinical Trial Management: Post-study activities (3)
NRSG 826 Conducting Research and Good Clinical Practice (3)

Nursing Informatics

NRSG 853 Abstraction and Modeling of Healthcare Information (3)
NRSG 854 Knowledge Management in Healthcare (3)
NRSG 855 Topics in Healthcare Informatics (3)
NRSG 856 Healthcare Informatics Practicum (3)
NRSG 858 Health Data: Theory & Practice (2-4)

OL

HP&M 814 Healthcare Economics (3)
NRSG 881 Applied Budgeting and Finance (3)
NRSG 883 Complexity Science Approaches to Improve Organizational Effectiveness (3)
NRSG 891 Human Resources and Workforce Development (3)
NRSG 886 Practicum in Organizational Leadership (3)

PH

PRVM 800 Principles of Epidemiology (3)
PRVM 830 Environmental Health (3)
NRSG 809 Health Promotion and Complimentary Therapies (3)
NRSG 827/828 Advanced Concepts in Public Health Nursing & Practicum (2/3)
NRSG 829 Public Health Practicum (3)

Master's Research Project
(for students who desire to earn the MS degree)

Research Project Guidelines

Consult with project advisor for direction and any revisions to the following.

Selection of Project Advisor The research project advisor must be doctorally prepared with a regular or adjunct graduate faculty appointment. The student may have a topic in mind and, if so, may contact a faculty member who has expertise in that area to be the advisor. If the student does not have a topic in mind, a review of the faculty research interests may be found at <http://www2.kumc.edu/son/currentresearch.html>. This document gives the research interests, current and past research projects and a synopsis of the scholarship of faculty members. This can often suggest project topics. The student must obtain the faculty member's agreement to serve as the project advisor prior to enrollment in NRS 898 research Project.

Enrollment in NRS 898 The two (2) credits for the project must be completed in one semester. Continuous enrollment is not permitted. The student receives an Incomplete if the project is not completed within one semester. It is recommended that the student conceptualize the project, meet and discuss with the faculty member one semester; enroll and implement the project during the next semester so that the project can be completed in one semester. The 2 credit project is similar to a seminar or lab course which is approximately 1 credit hour to 2 clock hour ratio. Prerequisites or Concurrent Enrollment with Research Project: NRS 754 plus one advanced practice, or leadership major course.

Suggested Options for the Research Project

1. Write an integrative review of the literature on a given topic using a recognized integrative review method. For examples see the following source: Fink, A. (2005). *Conducting research literature reviews: From the internet to paper*, 2nd ed. Thousand Oaks, Calif: Sage Publication.
2. Participate with a faculty member in the development of a research proposal.
3. Collaborate with a faculty member in the conduct of a pilot project.
4. Investigate selected aspects of an ethical problem related to a specialized area of clinical practice.
5. Participate with a faculty member in the design or implementation of the evaluation of a program in specialized area of nursing practice.
6. Collect, enter or code data in conjunction with a faculty member engaged in research.
7. Assist a faculty member in the development of a grant proposal, research presentation, or publication.
8. Complete a research utilization project. Multiple examples in the literature can guide the process:
 - a.) Titler, M. G. & Goode, C. J. (1995). Research utilization. *Nursing Clinics of North America*, 30 (3).
 - b.) Stetler, C. B. (1994). Refinement of the Stetler/ Marram model for application of research findings to practice. *Nursing Outlook*, 42 (1), 15-25.

Human Subjects Tutorial The subject of the project is selected in collaboration with the faculty project advisor and may be on any topic in nursing. Students need to complete the KUMC Tutorial for Human Subjects Protection which can be found at:

http://www2.kumc.edu/researchcompliance/human_subjects_tutorial_inst.htm. The certificate must be printed while online and a copy submitted to the Office of Nursing Grants and Research.

Requirements for Completion of the Research Project Three items must be submitted in order to fulfill the requirements. They are:

1. A Scholarly paper related to the research activities conducted by the student
2. A one page synopsis that includes:
 - a. Purpose of the project
 - b. Background/context for the project
 - c. Research activities conducted for the project
 - d. Results of the Project
3. Title page signed by the faculty advisor ([Appendix D](#) found in the **KUMC Student Handbook at <http://www.kumc.edu/studenthandbook/documents/sonappd.pdf>**)

One copy of each of these three items must be delivered to the Student Affairs Office. This is essential in order to complete the final DO-ALL form. The paper, synopsis & title page will be forwarded to the Academic Affairs Office, 2010 School of Nursing Building where they will be permanently filed.

Final MS Oral Examination

(for students who desire to earn the MS degree)

Determine Readiness to Sit for the Final MS Oral Exam Students should check with the Student Affairs Office one semester prior to the anticipated semester for oral examination to make certain their academic record indicates or will indicate all courses required for graduation.

Selection of the MS Oral Examination Committee and Chair

1. The oral examination committee is composed of three nurse faculty members with a regular, special or ad hoc appointment to the graduate faculty of the University of Kansas.
2. The oral examination committee chair must be a doctorally-prepared nurse faculty member with a regular or adjunct graduate appointment. It is not necessary for the chair to be either the project advisor or the academic advisor.
3. It is suggested that the chair or at least one committee member represents the student's specialty area.
4. It is suggested that the chair or at least one committee member have a regular graduate appointment.
5. The project advisor may serve as a member or chair of the committee but his/ her participation is not required.
6. Once the selected committee members have agreed to serve, the student completes the oral examination committee form for non-thesis students ([Appendix A](#)) to establish a file in the School of Nursing Academic Affairs office.
7. The Associate Dean, Academic Affairs for the School of Nursing reviews committee membership for appropriateness.
8. If students change oral examination committee membership they must complete a new oral examination committee form ([Appendix A](#)) in the School of Nursing Academic Affairs Office.
9. Prior to the exam role of oral examination committee chair and members is to

assume responsibility as resource persons in the area of expertise which the student identified in selecting the faculty member as a committee member, e. g., administration or clinical nursing speciality areas.

Arranging the MS Oral Examination and Submitting the Do-All The student is responsible, after clearance with the chair of the committee, for arranging for the oral examination with the committee and, once the date and time are established, for making the necessary arrangements for a conference room through the School of Nursing Academic Affairs Office. The student will:

1. Identify a time when all oral examination committee members can attend.
Reserve a conference room for the meeting through the SON Academic Affairs office.
2. Send a written memo to members to verify the time, date, and place of the meeting.
Notify the Student Affairs Office of the School of Nursing to provide information for the "Do-All" form and scheduling the oral examination at least three weeks prior to the desired date.
3. Normally the oral examination is conducted during the student's last semester. However, the School of Nursing has received a waiver of this policy from Graduate Studies. The exam may be taken in the next to last semester of enrollment **IF** the student has only practicum courses remaining for the final semester. The student must be currently enrolled.

Content and Process of the MS Oral Examination The oral comprehensive examination is up to two hours in length. The purpose of this examination is to assess the student's competency in the selected field of study. The suggested procedure for the project student's oral examination is as follows:

1. The committee chair introduces the student.
2. The student summarizes his/ her experiences as a master's student.
3. Presentation of his/her research project is optional.
4. The committee will direct questions to the student in order to assess the student's competency in the selected field of study and the student's ability to synthesize knowledge gained while in the program. The project should carry no more weight than any other course during the oral examination.
5. After the examination has been completed, the student will be requested to leave the room. At this time the committee members evaluate the student's understanding of the selected field of study.

The criteria for determining a satisfactory and unsatisfactory oral examination are:

a. Satisfactory

- (1) The ways in which the student synthesizes knowledge from the core courses, the specialty courses, and the research courses are clearly articulated.
- (2) The student identifies a variety of strategies whereby this knowledge can be applied for the future.

b. Unsatisfactory

- (1) The ways in which the student synthesizes knowledge from the core courses, the specialty courses, and the research courses are not clearly articulated.

(2) The student cannot identify a variety of strategies whereby this knowledge can be applied in the future.

In the Event of a Satisfactory Exam If the oral examination is found to be satisfactory, the chair of the committee signs the "Do-All" form and returns the completed forms to the Office of Student Affairs in the School of Nursing.

In the Event of an Unsatisfactory Exam If the oral examination is found to be unsatisfactory, the "Do-All" form will be returned to the Office of Student Affairs marked unsatisfactory. Students are responsible for scheduling subsequent oral comprehensive exam meetings allowing adequate time to generate a new "Do-All" form. Students are allowed a total of three (3) attempts to successfully pass the oral comprehensive exam. The exam committee Chair is responsible for providing written feedback to students not passing the oral comprehensive exam and for sending a copy of the feedback to other committee members. The written feedback will give students information about areas of weakness and strength.

POST-MS ENTRY OPTION

Program Milestones for the Advanced Preparation Component

There are two events occurring during the program (other than completion of course work) that mark movement toward the degree. Expanded descriptions of these events can be found later in this document. These events are:

1. **Completion and Presentation of Capstone Project:** This includes both the successful completion of the Capstone Project and the public presentation of that project.
2. **Final Oral Exam:** A Graduate Studies requirement for which a Do-All Form is required (see below). Upon successful completion of this oral exam (oral defense), successful completion of the required course work and the submission of the Capstone Project, the student has completed all academic requirements for the DNP degree.

Do-All Form Procedures:

One milestone, the Final Oral Exam, requires Graduate Studies approval in order to take the exam. In order to acquire Graduate Studies permission, a Do-All Form must be submitted to Graduate Studies from the Office of Student Affairs, School of Nursing. For the Final Oral Exam, the student must provide the Office of Student Affairs certain information including the time, day and place of the exam. This information must come to the Office of Student Affairs a minimum of **THREE WEEKS prior to the exam. Failure to meet this deadline may require a rescheduling of the examination.** The Do-All information form may be found at <http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf>

PROGRAM PLANNING

Advisement

Upon admission to the DNP program a student will be assigned an academic advisor. That advisor will assist the student in planning a program of study.

Grades for Courses Not Completed at the University of Kansas

In rare circumstances some requirements for the program can be taken at colleges and universities other than the University of Kansas. Normally these courses may be in the specialty area. In order for a course taken at another college or university to count toward the degree, a grade of “B” or better must be earned. Approval for these courses should be obtained in advance from the Academic Advisor or appropriate Associate Dean.

Specialty Area Courses and Practice Experiences for Post-MS Option

Specialty area courses are designed to assist the student in gaining more depth and breadth in the area in which they are prepared at the MS level. These courses also may assist students in achieving additional practice hours in their programs of study. According to The Essentials of Doctoral Education for Advanced Nursing Practice (American Association Colleges of Nursing, 2006), all DNP graduates must have completed a minimum of 1,000 hours of post BS practice as

part of a supervised academic program. For students in the Advanced Practice major, practice hours completed in the student's MS program are included in the calculation as well as 384 hours of Capstone Project. When additional hours are needed to reach the 1,000 hour minimum requirement, students may enroll in NRSG 964 Advanced Clinical Residency to gain additional practice hours. Students in the Leadership major may include hours of practicum included in their MS programs and 384 hours of Capstone Project in calculating the practice hour requirement. When additional hours are needed to reach the 1,000 hour minimum requirement, leadership students may enroll in NRSG 963 Advanced Leadership Residency. The student and academic advisor, after discussing the student's professional goals, will select additional specialty area courses as needed to assist the student in reaching professional goals and in meeting the DNP Essentials and other specialty competencies, as appropriate.

CAPSTONE PROJECT

Capstone

The DNP primarily involves mastery of an advanced specialty within nursing practice. Therefore, the student must complete a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship. Unlike a dissertation, the Capstone Project may take a number of forms. One example of the final DNP Capstone project could include a practice change initiative. This change initiative may be represented, for example, by a pilot study, a program evaluation, a quality improvement project, an evaluation of a new practice model, or a consulting project. Additional examples of a DNP final product could include development of an evidence-based practice protocol, a research utilization project, substantive involvement in a larger endeavor, or other practice project. The theme that links these capstone experiences is the use of evidence to improve either practice or patient outcomes. (Statement adapted from AACN, *The Essentials of Doctoral Education for Advanced Nursing Practice*, 2006, p. 20).

Enrollment

The minimum number of credit hours required for Capstone Project (NRS 980) enrollment is six credits. Capstone is designed to be a series of steps. One or more steps can be completed each semester depending on the number of credit hours selected that semester (see Capstone Process Section below). Students typically will begin enrollment in Capstone Project at the same time, or following soon after enrollment in NRS 804 Interpreting Research for Applied Science. Continuous enrollment in the project is required if the student extends the project beyond the six credits.

During each semester of enrollment in Capstone Project, students will participate in required synchronous seminar meetings online or in a classroom. A faculty member will be assigned each semester to serve as the Capstone Project Seminar Leader. The Seminar Leader's responsibility will be to deal with general topics that impact all students and to facilitate professional sharing among students. Each student will select a project chairperson and 1 to 2 other committee members who will oversee, advise, facilitate, and evaluate the specifics of the project.

Capstone Committee

The capstone project will be under the direction of a doctorally prepared faculty member from the School of Nursing or the Department of Nurse Anesthesia, School of Allied Health. The structure of the committee for the capstone project may be 2 or 3 individuals. The size of the committee structure should take into account the strengths and limitations of both the DNP student and his/her faculty chairperson. The committee structure should meet a twofold goal. The first goal is to align the DNP student with the appropriate research and/or content experts in the area of the proposed capstone project. Second, the committee structure will support the completion of the project in a timely manner so as to increase the impact of the capstone project on the intended clinical site/population. Committee members, not including the chairperson, may be from inside or outside the above mentioned schools/departments. One of the committee members may be a stakeholder within the organizational structure where the capstone project is taking place.

All members of the committee must have a Graduate Faculty appointment. Those members from outside the University of Kansas must have ad hoc Graduate Faculty appointments.

The student should submit the CAPSTONE COMMITTEE APPROVAL FORM (Appendix C)

to the School of Nursing Office of Academic Affairs for final approval of committee members.

Capstone Process

The overarching goal of the Capstone Project is for the student to use leadership skills and systems thinking in addressing a practice concern. Practice is described in the AACN DNP Essentials document as either advanced practice nursing or practice at an aggregate/ systems/ organizational level. The capstone committee and the student will determine jointly the methodology for completion of the project. An essential component of the capstone project is peer and expert review of the capstone activities; therefore, a plan for peer and expert review will be determined at the onset of the project. Both the student and the faculty chairperson will be responsible for ensuring suitable peer and expert review of the project before a final capstone product is produced.

Suggested steps for completion of the project are:

Step 1:

- Identify and analyze a practice concern related to the student's interest area
- Conduct a comprehensive literature review related to concern
- Define a concern of interest, for example a practice problem or project questions, and the DNP role in addressing the concern, in consultation with stakeholders
- Write the scholarly project proposal (Capstone Proposal), which includes a plan for peer and expert review and develop a timeline for the project
- Present the Capstone Proposal to the Capstone Committee and obtain approval for project implementation

Step 2:

- Submit proposal to the Human Subjects Committee (if appropriate)
- Implement project

Step 3:

- Analyze, if appropriate, and synthesize findings from the project
- Establish conclusions and recommendations based on the synthesis of evidence from the project
- Develop a scholarly document to be presented to the capstone committee
- Present project to the academic community, stakeholders, and interested parties at a time to be determined by the School of Nursing

Capstone Proposal

The capstone proposal must be written during enrollment in NRS 980 (Capstone). The proposal must be read and approved by all members of the capstone committee. Work on the capstone may continue only after the capstone committee has approved the proposal. One copy of the approved capstone proposal, signed by the capstone committee members, will be submitted to the School of Nursing Office of Academic Affairs for filing. Also, if appropriate, requests for Human Subjects Committee (HSC) approval will be submitted to the School of Nursing Office of Academic Affairs for review prior to submission to HSC. The student will apply for Human Subjects committee approval under the guidance of the capstone chairperson. The HSC web link is:

http://www2.kumc.edu/researchcompliance/doc/HSC_Submission_Req.pdf

Policy for Grading of Capstone Hours

The letter "P" is used to indicate "Progress" in NRS 980 capstone enrollments. In exceptional cases, the chairperson of record has the authority to issue a letter grade (A, B, C, D, or F) in a given semester. For such exceptional cases the chairperson must submit justification to the Vice

Chancellor for Academic Affairs for approval before the grade can be recorded on the transcript. Under no circumstances will the grade be used to specifically enhance the cumulative GPA for students who are in academic difficulty. A letter grade (A, B, C, D, and F) is assigned in the last semester of enrollment to characterize the quality of the final product. The “I” grade is not appropriate for enrollment in capstone and will not be accepted.

Final Product for the Doctorate

The final scholarly product of the capstone may take many forms, for example, a manuscript suitable for publication (the paper does not have to be submitted), summary paper that describes evidence-based protocol (protocol attached), and/or other artifacts. The final product will be approved by all members of the capstone committee at least one week before the public presentation of the Capstone Project.

Public Presentation of the Capstone. Once the capstone committee has approved the final product, the student will present the capstone project in a formal seminar on a specific designated day(s) each semester*. The seminar will be open to the entire KUMC community and the public. The student will present the project at this seminar in the last semester of enrollment.

The public presentation of the DNP Capstone Project will be scheduled on the Friday preceding the last day of classes each term.

FINAL ORAL EXAMINATION for DNP

All DNP students will be required to complete an oral examination prior to their graduation. The oral examination, or “oral defense”, is a requirement that all graduate students enrolled in the School of Nursing must complete to satisfy the requirements for graduate education. For the DNP student, the oral examination is considered an evaluation process to determine whether the student can successfully integrate advanced nursing knowledge into the practice setting, regardless of specialty major (e.g., leadership or advanced practice). The oral examination is based on the terminal objectives of the DNP program and will include questions related to broader areas of knowledge as identified in the AACN essentials for the practice doctoral degree.

Criteria for Final DNP Oral Examination

1. Completion of required program of study.
2. Completion of the Capstone Project
3. Within the eight year time frame for completion or exception approved

Checklist for Final DNP Oral Examination

The following is a checklist that students may find useful to assist with completing the oral examination requirements.

A. Scheduling the DNP Oral Examination

Students are required to check with the Student Affairs Office one semester prior to the anticipated semester of their impending graduation to make certain their academic record indicates that all of the required coursework for the degree has/will be met during the final semester of enrollment.

Once this has been completed, the student is responsible, after clearance with the chair of the committee, for arranging for the oral examination with the committee and, once the date and time are established, for making the necessary arrangements for a conference room through the School of Nursing Academic Affairs Office. The student will:

1. Identify a time when all oral examination committee members can attend.
2. Reserve a conference room for the meeting through the SON Academic Affairs office.
3. Send a written memo to members to verify the time, date, and place of the meeting.
4. Notify the Student Affairs Office of the School of Nursing to provide information for the "Do-All" form and scheduling the oral examination at least three weeks prior to the desired date.
5. The oral examination must be conducted during the student's last semester.
6. The student must be currently enrolled during the semester in which the oral examination is completed.

B. Selection of the DNP Oral Examination Committee and Chair

1. The oral examination committee is composed of three faculty members with a regular, special or ad hoc appointment to the graduate faculty of the University of Kansas. Committee members are faculty in the School of Nursing. A committee member also may be faculty from the Department of Nurse Anesthesia, School of Allied Health.
2. The oral examination committee chair must be a doctorally-prepared nurse faculty member with a regular or adjunct graduate appointment. It is not necessary for the chair to be either the capstone project advisor or the academic advisor.
3. One committee member or the chair must represent the student’s specialty area, i.e., advanced

practice or leadership.

4. One committee member or the chair must have a regular graduate appointment.
5. The capstone project advisor may serve as a member or chair of the committee but his/ her participation is not required.
6. Once the selected committee members have agreed to serve, the student completes the oral examination committee form for DNP students (Appendix B) to establish a file in the School of Nursing Academic Affairs office.
7. The Associate Dean, Graduate Programs, Academic Affairs for the School of Nursing reviews committee membership for appropriateness.
8. If students change oral examination committee membership, they must complete a new oral examination committee form (Appendix B) in the School of Nursing Academic Affairs Office.

C. General Procedure for Final DNP Oral Exam

The oral comprehensive examination is up to two hours in length. A general procedure that can be followed is listed below.

1. The committee chair introduces the student.
2. The student summarizes his/ her professional goals for the next 5 years based upon the knowledge gained through the completion of the DNP program.
3. The committee directs questions to the student in order to assess the student's competency in the selected field of study and the student's ability to synthesize knowledge gained while in the program.
4. After the examination has been completed, the student will be requested to leave the room. At this time the committee members evaluate the student's understanding of the selected field of study. The criteria for determining a satisfactory and unsatisfactory oral examination are:

a. Satisfactory

- (1) The student demonstrates competency in the selected field of study by synthesizing and clearly articulating knowledge from the core courses, the specialty courses, and the research courses.
- (2) The student identifies a variety of strategies whereby this knowledge can be applied for the future.

b. Unsatisfactory

- (1) The student does not demonstrate competency in the selected field of study as evidenced by their inability to synthesize and clearly articulate knowledge from the core courses, the specialty courses, and the research courses.
- (2) The student cannot identify a variety of strategies whereby this knowledge can be applied in the future.

c. Procedures in case of unsatisfactory outcome of Final Oral Exam

If the oral examination is found to be unsatisfactory, the "Do-All" form will be returned to the Office of Student Affairs marked unsatisfactory. Students are responsible for scheduling subsequent oral comprehensive exam meetings, allowing adequate time to generate a new "Do-All" form. Students are allowed a total of three (3) attempts to successfully pass the Final Oral Exam. The exam committee Chair is responsible for providing written feedback to students not passing the oral exam and for sending a copy of the feedback to other committee members. The written feedback will give the student information about areas of weakness and strength.

d. Procedures in case of satisfactory outcome of Final Oral Exam

If the oral examination is found to be satisfactory, the chair of the committee signs the "Do-All" form and returns the completed forms to the Office of Student Affairs in the School of Nursing.

NOTE: IF A COMMITTEE MEMBER IS UNABLE TO PARTICIPATE IN THE ORAL EXAMINATION, THE EXAM MUST BE RESCHEDULED AND A REVISED DO-ALL MUST BE SUBMITTED.

PROGRAM POLICIES AND SERVICES

Graduate Catalog and Handbooks for Graduate Students

It is recommended that doctoral students have in their possession a *Graduate Catalog* effective for the year in which study is begun. All requirements of Graduate Studies for the DNP degree are included in the *Graduate Catalog* (available from the KUMC Bookstore or online at <http://www.ur.ku.edu/Acadpub/gradcat/index.shtml>). The *Graduate Catalog* and *KU Graduate Studies Website* www.ku.edu/~graduate/ contain valuable information governing all aspects of the graduate programs at the University of Kansas. The School of Nursing policies regarding graduate study may be found at www.kumc.edu/studenthandbook.son. The Graduate Studies Division at KUMC website has information specific for KUMC graduate programs <http://www2.kumc.edu/aa/gradstudies/default.htm> and serves as a guide regarding graduate programs, policies, and services of the University of Kansas Medical Center.

Schedule of Courses

The schedule of courses for each semester can be found at <http://www2.kumc.edu/son/schedule/index.html>.

Financial Assistance

There are several kinds of financial assistance available to doctoral students.

1. The School of Nursing normally receives funds each year from the Professional Nurse Traineeship Program. The federal rules require that no more than 10% of the total yearly award be used for doctoral students. In practical terms, this normally means that one traineeship (tuition and a monthly stipend) can be awarded to doctoral students each year.
2. Two types of Graduate Teaching Assistantships are available. One type (for doctoral students only) provides teaching support to faculty members. Another type (for both doctoral and master's students) involves teaching undergraduate students in the Clinical Learning Lab. Both types pay an hourly salary as well as provide graduated tuition payments depending on the percentage of time worked. Full tuition and fees are paid for GTAs who work 40% time or more. For information about these opportunities contact the Office of Student Affairs Graduate Desk (913-588-1619).
3. The School of Nursing participates in the full range of financial aid opportunities, including loans, grants and scholarships. For information about loans and grants go to <http://www.kumc.edu/studentcenter/financialaid.html>. The School of Nursing Office of Student Affairs handles the full range of scholarships from private giving to the School. Applications for Scholarships are sought three times per year. Applications may be obtained by contacting the Graduate Desk at the Office of Student Affairs (913-588-1619).
4. Research Assistantships are available on an as-needed basis through the Office of Grants and Research (913-588-1632). Normally, research assistantships pay an hourly wage, tuition, and fees, depending on the percentage of time worked.

Professional Integrity System (Profits)

The Professional Integrity System of the University of Kansas School of Nursing delineates a standard of behavior expected of all persons, faculty, staff and students, associated with the School. The system helps prepare students to practice professionally and ethically in the nursing role and helps faculty and staff maintain professional and ethical standards. Becoming a member of the School of Nursing obliges implicit and explicit adherence to the system, without which learning would be compromised, personal responsibility would be relinquished, and community standards would suffer. The Professional Integrity System builds on values brought to the academic setting and provides a means of incorporating these values to form the foundation of professional nursing practice. This standard addresses behaviors in:

- (a) course and clinical settings,
- (b) evaluation and non-evaluation situations, and
- (c) research and scholarly endeavors.

It promotes a spirit of community conducive to mutual trust and responsibility among students, faculty and staff. Mutual trust is essential to effective functioning of the System. The System is built on the School of Nursing conceptual framework, the concept of students as adult learners, and the rights and responsibilities of individuals. Students and faculty together share the responsibility for development, implementation and evaluation of the system. The System also delineates a process for handling student related occurrences of academic misconduct or abuse of academic resources. Faculty and staff related occurrences of unprofessional behavior will be handled by established policies for classified and unclassified staff.

More information about this policy can be found at:

<http://www.kumc.edu/studenthandbook/son.html#profits>

Program Time Limit

For a student who enters doctoral level graduate studies, no more than eight years may elapse from the first enrollment until the requirements for the degree have been completed. A student may petition Graduate Studies, through the School of Nursing, for a leave of absence (LOA). LOA's are usually granted for one year or less based upon unexpected or uncontrollable events in the student's life. The time granted for a student LOA is not calculated into the eight-year program time limit.

Change of Academic Advisor and/or Program Advisory Committee Member

Student requests for change of academic advisor should be initiated using the Change of Academic Advisor (Appendix F) for final review and approval.

Doctoral Student Study Space

The School of Nursing provides individual carrels for doctoral students who are spending extended periods of time on campus. These carrels are located on the 3rd floor of the School of Nursing Building and are assigned by the Office of Academic Affairs (2010 SON).

Online Educational Expectations

A major advantage of online courses is the availability of the course at a time and place of convenience for the student. The course material and websites are available 24hrs/7days a week via computer and internet access. However, to prevent frustration for all concerned, it is important to remember that faculty members are not available 24/7. Each faculty member will provide you with information on their schedules and a reasonable time frame within which to expect a response from them. As a general rule, most faculty work Monday through Friday. Response to an inquiry may be reasonably expected within 24-72 hours. Faculty members have other academic responsibilities including business travel which may affect availability. Faculty will inform students if travel/responsibilities impact their availability. Faculty members appreciate being informed when changes in students' schedules affect their interaction in a course. Please see http://www2.kumc.edu/ir/operationalprotocols/pc_standards.asp for standards for computer hardware and software.

Use of E-mail Accounts

Each student is issued a KUMC email account with an address on the kumc.edu domain. This is the account used for University business and official University communications to students. Your email account name is a combination of your first name initial and last name (e.g., jsmith). Your email address will be provided to you at student orientation if not sooner. Your email address is accountname@kumc.edu (e.g., jsmith@kumc.edu). The University expects students to regularly check their KUMC account for University communications. You can access your email from anywhere by connecting to <http://webmail.kumc.edu/>. The University encourages students to maintain separate email accounts and addresses with an Internet Service Provider or free email provider (see directories at <http://www.emailaddresses.com> or <http://www.fepg.net>) for personal communications but may use the KUMC account for personal communication at their discretion. Please see <http://www2.kumc.edu/ir/operationalprotocols/studentemail.asp> for further information about KUMC student e-mail.

Test of Spoken English

Doctoral students for whom English is not the native language must pass the Test of Spoken English (TSE) or Applied English Center (AEC) courses before the Oral Comprehensive Examination can be taken. If the student fails the English examination or courses, the test or courses must be repeated until successfully passed.

Use of Degree Credentials

There is no degree credential for doctoral candidacy. Although sometimes used, the DNP (c) designation is not an accepted convention to indicate doctoral candidacy. A doctoral candidate should continue to use the degree initials that have been earned. It is appropriate to state that one is a doctoral candidate in text form, i.e., in the biographical information that accompanies a published article. It is acceptable to use the DNP only after one has successfully completed the degree.

APPENDIX A

FINAL MS ORAL EXAM COMMITTEE APPROVAL FORM

TO: Associate Dean, Academic Affairs

FROM: _____
(Student's name)

RE:MS ORAL EXAMINATION COMMITTEE

The following have agreed to serve on my MS oral exam committee:

Chair _____

Member _____

Member _____

Reader (Optional) _____

Reader (Optional) _____

Project
Title: _____

Reminder: A copy of the title page and abstract must be submitted to the Office of Student Affairs prior to graduation.

Associate Dean, Academic Affairs

Date

BLANK PAGE

APPENDIX B

FINAL DNP ORAL EXAM COMMITTEE APPROVAL FORM

TO: Associate Dean, Academic Affairs

FROM: _____
(Student's name)

RE: **DNP ORAL EXAMINATION COMMITTEE**

The following have agreed to serve on my DNP oral exam committee:

Chair _____

Member _____

Member _____

Reader (Optional) _____

Reader (Optional) _____

Project
Title: _____

Reminder: A copy of the title page and abstract must be submitted to the Office of Student Affairs prior to graduation.

Associate Dean, Academic Affairs

Date

Room scheduling for the Final DNP Oral Examination will be done by the Office of Academic Affairs (588-1614).

BLANK PAGE

APPENDIX C

CAPSTONE COMMITTEE APPROVAL FORM

TO: Associate Dean, Graduate Programs, Academic Affairs

FROM: _____ Date _____
(Student's name)

The following have agreed to serve on my Capstone committee:
(two or three members are required)

Chair: _____
SON Graduate Faculty or Department of Nurse Anesthesia, SAH Graduate Faculty

Member: _____

Member: _____

Please include the e-mail address, phone number, and mailing address of committee members who are not School of Nursing or School of Allied Health faculty. Committee members from outside of the University of Kansas must have ad hoc Graduate Faculty appointments.

Associate Dean, Graduate Programs, Academic Affairs

Date

After signature of the Associate Dean, Graduate Programs, Academic Affairs, this form will be sent to the Office of Student Affairs for inclusion in the student's academic file.

BLANK PAGE

APPENDIX D

MS GRADUATION CHECK LIST

(for students completing the MS)

FOR FINAL MS ORAL EXAMINATION

Criteria:

Completed at least 49 credit hours.(depending on specialty area)

Completed the MS Research Project

Within 7 year time limit or exception approved

____1. Submit APPLICATION FOR DEGREE during enrollment for the final semester. A student must be enrolled in a KU course during the semester in which the final oral exam and graduation takes place. This submission is accomplished by going to Enroll and Pay. The navigation is: Main Menu, then Degree Progress/Graduation, then KU Apply for Graduation.

____2. Set-up your final MS oral examination date, time, and place.

TIME _____

DATE _____

PLACE _____

(Academic Affairs, 913-588-1640, for room and audio-visual reservations)

____3. Submit DO-ALL Information to Office of Student Affairs, (in writing <http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf> or via telephone 913-588-1621) providing the following information: Committee members; date, time and place.

DO-ALLs must be submitted at least 3 weeks prior to the exam date. DO-ALL information submitted less than 3 weeks prior to the final oral exam might not be processed in time for the exam to be held as scheduled and may cause a delay in graduation.

My final oral examination date is _____

My DO-ALL Information must be submitted by _____

(3 weeks before exam date)

BLANK PAGE

APPENDIX E

DNP GRADUATION CHECK LIST

FOR FINAL ORAL EXAMINATION

Criteria:

Completed all program course requirements

Completed the Capstone Project

Within 8 year time limit or exception approved

____ 1. Submit APPLICATION FOR DEGREE during enrollment for the final semester. A student must be enrolled in a KU course during the semester in which the final oral exam takes place. This submission is accomplished by going to Enroll and Pay. The navigation is: Main Menu, then Degree Progress/Graduation, then KU Apply for Graduation.

____ 2. Set-up your final oral examination date, time, and place.

TIME _____

DATE _____

PLACE _____

(Academic Affairs, 913-588-1640, for room and audio-visual reservations)

____ 3. Submit DO-ALL Information to Office of Student Affairs, (in writing <http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf> or via telephone 913-588-1621) providing the following information: Committee members; date, time and place.

DO-ALLs must be submitted at least 3 weeks prior to the exam date. DO-ALL information submitted less than 3 weeks prior to the final oral exam might not be processed in time for the exam to be held as scheduled and may cause a delay in graduation.

My final oral examination date is _____

My DO-ALL Information must be submitted by _____

(3 weeks before exam date)

BLANK PAGE

APPENDIX F

CHANGE OF ACADEMIC ADVISOR

Student Name: _____

Student KUID#: _____

The following change in the advisor is requested:

Advisor from _____ to _____

Signature indicates approval by:

Student _____

Present Advisor _____

New Advisor _____

Approved by:

Associate Dean, Graduate Programs, Academic Affairs School of Nursing

Date